MONITORING AND EVALUATION

Examples of charts and data visualisations
Using data from an existing Excel Spreadsheet

USE BUILT IN CHARTS

AND CUSTOMISE THEM TO YOUR OWN PURPOSES
PART ONE

USE BUILT IN CHARTS

HOW TO GUIDE
Instructions for using charts

• Windows Screenshots
Step 1

Insert a chart

These screenshots may not look the same as your version of PowerPoint
Step 2

Select a Chart to Insert
In the **Charts** Tool Tabs you can edit the:

- **Layout**
- **Styles**
- **Data**
  - Edit or replace in Excel
- **Chart**
  - Other
  - Scatter
  - Area
  - Bar
  - Pie
  - Line
  - Column
Step 3
Add your data fields to the Excel Spreadsheet
If Excel doesn’t open automatically when you choose a chart you can either right click or click on the icon to edit the data.
Step 4
Format the chart to clearly display the findings

- Category 1: 30%
- Category 2: 29%
- Category 3: 24%
- Category 4: 17%
Instructions for using charts

- Mac Screenshots
Step 1
Click on Chart area

In the Charts Tool Tabs you can edit the:

- Chart
  - Column
  - Line
  - Pie
  - Bar
  - Area
  - Scatter
- Data
  - Edit or replace in Excel
- Layout
- Styles

In the Chart Layout tab there are options to edit:

- Labels
- Axes
- Analysis
Step 2
Select a Chart to Insert
Step 3

Add your data fields to the Excel Spreadsheet
If Excel doesn’t open automatically when you choose a chart you can either right click or click on the icon to edit the data.
Step 4

Format the chart to clearly display the findings

- Category 1: 30%
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PART TWO

USE BUILT IN CHARTS

EXAMPLES
Use your data with the following templates to

BUILD YOUR OWN CHARTS

TO VISUALISE THE FINDINGS
• The following are examples of visualising data that are not built in features of PowerPoint
• Use these as templates to populate with your own data.
Dashboard

Customise this Dashboard for your own purposes

Dashboard Instructions
Click on the arcs and drag the yellow endpoint to create the percentage scale

Arrow guage: Click on the line and move the endpoint to the focus percentage area
https://thenounproject.com is a good resource for icons that may be relevant to the nature of the data.
Dashboard & Icons

- Category 1
- Category 2
- Category 3

- Category 1
- Category 2
- Category 3
Customise these for your own purposes
Comparative

Customise these for your own purposes